

**SIKSHA-SATRA
VISVA-BAHRATI**

FORMAT FOR NOTICE INVITING TENDER/QUOTATION

Ref. No. SS/P-1/2016-17 / 362

Dated : 17th November, 2016

Last Date of Submission tender	1 st December, 2016
Hours of submission tender	4.00 p.m.
Tender Opening date and hours	2 nd December, 2016
Address	Principal, Siksha-Satra, Visva-Bharati, P.O. Sriniketan, Dist. Sriniketan, PIN 731236

Quotation/Tender are invited from any reputed concern for the following items so as to reach the Siksha-Satra Office on or before the date and time noted above. Please see terms & conditions as mentioned below, which are essential for all items, failure in compliance of which may lead to rejection of quotation.

Sl. No.	Item(s) Name	Company name	No of items
1.	Desktop Computers	Any reputed company	10 nos.
2.	U.P.S	-do-	10 nos.
3.	C.P.U.	-do-	10 nos.
4.	Printer	-do-	10 nos.
5.	Installation	If any	10 nos.

TERMS AND CONDITIONS OF PURCHASE

1. The offers address the Principal, Siksha-Satra, Visva-Bharati, Sriniketan PIN 731236. Must be sealed and marked as

“ENQUIRY NO : SS/P-1/2016-17/ 362 dt. 17/11/2016, DUE DATE : 01/12/2016”

2. Apart from other application in respect of quality, standard, terms etc. The offer should specially clarify the points noted below, in the following orders :

- i) Validity of offer ii) Period of delivery, iii) Place of Delivery
- iv) Central Sales Tax/Vat sales tax/Service tax v) Exercise duty
- vi) Insurance vii) Packing and forwarding charge and Freight
- viii) Other incidental charges

(2)

3. Below are the details of the above points :

i) Validity of offer; Here please mention the time (From - _____ to _____)

up to which your quotations shall be current. The quotation shall have no right to revise them within the period even here on the plea of fluctuations in the market rate. Normally the validity should be for a specified period of 90 days.

ii) Time of Delivery : State the period during which the supplies will be effected by you in full .

iii) Place of Delivery : Mention clearly the place of destination, and mode of transit by which the suppliers and delivery at our site in case of local suppliers.

iv) Central Sales Tax : State the present rates livable. In case the same is not application, mention "Not applicable" and if the prices are inclusive of this sales tax, please write "Included in the Prices". The S.T./VAT/I.T. Pan No. or Registration Number (as the case may be) should invariable be quoted in the offer, a photocopy of the latest clearance certificate of the above be enclosed with the offer, failing which the offer will not be considered.

v) Provincial Sales Tax : as detailed under (iv) above.

vi) Excise duty : as detailed under (iv) above (V.B. can provide Excise Duty exemption certificate where applicable)

vii) Insurance : If the rates are inclusive of insurance, please write "Included in the prices" otherwise state "Not included". In case local suppliers where insurance in not necessary, they may mention "Does not arise".

viii) Packing and forwarding charges : if these charges are accounted for in the prices quoted by you, please mention "Included in the prices", otherwise please given an approximate charge thereof. It may be noted that the University will pay only the actual expenses on these account.

ix) Other incidental Charges : Other charges which are not fully accounted for the replies given above.

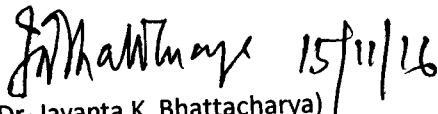
4. University reserves the right to accept/cancel any other tender or part thereof without assigning any reason.

5. Suppliers have rate contract with Central or Provincial Government should quote along with a certified copy of the current Government Rate Contract.

6. The offer must be accompanied by the related catalogue, samplease where possible. While very effort is made to return the same suppliers, the Principal cannot accept any response in this respect.

(3)

7. All quotation should be net, after showing discounts etc.
8. If the terms of the quotation etc. are vague, incomplete, contraction, confusing the other will be rejected without any explanation.
9. The suppliers will be informed of the decision in due course in case of decision in their favour and any interim enquiries about offers will not be attended to.
10. Once the offer is accepted by the Purchase Committee of Siksha-Satra and the order is placed on the basis, the suppliers will have to deliver the goods accordingly within the stipulated time, or meeting the compensation for lose, if any on account of non execution of supply order.
11. Liquidated Damage : Visva-Bharati reserves the right to impose liquidated, damages as and when requited : the rate of penalty will be at par with the same of the Government of India instruction.
12. Payment : Payment will be made after delivery and installation of the computers
13. Bank commission where applicable will have to be borne by the suppliers.
14. All disputes subject to "Bolpur, Birbhum, West Bengal Jurisdiction" only.


(Dr. Jayanta K. Bhattacharya)

Principal

Siksha-Satra, Visva-Bharati

अध्यक्ष/Adhyaksha
शिक्षा-सत्र, श्रीनिकेतन
Siksha-Satra, Sriniketan
Visva-Bharati